



# Glenmere Primary School RE OPENING RISK ASSESSMENT



Activities Covered by this Assessment	May 2021		
Location	Glenmere Primary school	Organisation	OWLS TRUST Supported by AFFINITY Teaching School.

**Glenmere has carried out a risk assessment before opening on August 26th. The assessment has directly addressed risks associated with coronavirus (COVID-19), so that sensible measures have been put in place to control those risks for children and staff.**

**Last updated March 2021**

**If a person becomes unwell during the day, the school will refer to government guidance.**

**Attendance:** No one with symptoms should attend a setting for any reason. The government has identified that the risk to children becoming seriously ill from Coronavirus is very low and there are negative health impacts of being out of school. Time out of school is detrimental for children’s cognitive and academic development. The impact of children being off can affect their current levels of learning and children’s future ability to learn.

**This risk assessment has an initial risk assessment column; this is the risk before any measures are put in place.**

**The final risk is the risk based on the perceived risk after protective measures by the school have been put in place.**





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Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date by: (--/--/--)	Done
Staff exiting cars in staff car park	Staff, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Getting out of cars only once other staff have moved away from cars.</li> <li>Reverse parking only where practicable.</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> </ul>	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage.  Arrival times between teachers and support staff are spread out.	M	L	L	School	Staff given guidance July 2020 New staff Aug 2020	Staff given guidance





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<b>Visitors to site</b>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> <li>Visitors asked to wash hands before entering school.</li> <li>Visitors asked to wear masks(Sept 20)</li> <li>Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow.</li> <li>Coaches coming in to work will take lateral flow test before arriving</li> <li>Education visits for the children from outside companies will also take lateral flow test before arriving.</li> </ul>	<b>H</b>	<b>M</b>	<b>H</b>	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a>.</p>	<b>M</b>	<b>L</b>	<b>M</b>	School Office to ensure visitors are following guidance.	ongoing	



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<p><b>Social distancing not being carried out at drop off time.</b></p>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Arrangements for drop off are communicated to staff, pupils and parents/carer in advance.</li> <li>Only one parent/carer attends the school.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>No parents allowed in school building.</li> <li>Area around school roped off, so parents are kept away from classroom doors.</li> <li>One class per alcove will arrive and leave(March 2021)</li> <li>One-way systems are used around the site for children during the day.</li> <li>Signage is installed i.e.                             <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div> </li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Areas roped off to stop parents entering school classroom.</li> </ul> <p>One way system. Masks by parents to only be worn if there is an outbreak(May 21)</p> <p>Regular emails reminding parents to enter and leave as quick as possible.</p>	M	L	M	<p>School HT and staff to monitor</p>	<p>Aug 2020 Emails and reminders sent out on regular basis. Sent out at start before March 8<sup>th</sup> re-opening Reminders in weekly mail.</p>	<p>yes</p>



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Use of cloakroom/toilet areas	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Separate pegs for bubbles.</li> <li>NHS hand information on good hand washing techniques shared with children.</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> <li>Only 2 children allowed in toilet at one time.</li> <li>Only two children at washing areas outside classrooms.</li> <li>Children to bring in own drinks to avoid contamination of water fountain.</li> <li>Lunch boxes to be stored in trolley</li> </ul>	M	M	M	<p>Staff to check cloakroom/toilet areas at intervals during the day.</p> <p>One class per area will arrive now, so hand washing on arrival will be more spread out-March 8<sup>th</sup></p> <p>Staff to take LFD test two times a week and all outside coaches.</p> <p>Arrival handwashing ,now has 15 minutes between each class.</p>	L	L	L	School HT and class teacher to monitor	March 08 Reviewed April	yes



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<b>Contact between children</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and parents/carer.</li> <li>Staff and pupils remain in class bubbles and contact between bubbles minimised.</li> <li>Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week.</li> <li>Teachers working in their own office.</li> <li>During lockdown children are spread out and where possible no children are sat on the front row of each class.</li> <li>Staff that are working across bubbles, will work outside the bubble where possible and area cleaned down between children.</li> <li>The group distance themselves from other groups.</li> <li>Desks are placed forward facing in rows and children to sit side by side facing forward.</li> <li>Pupils are allocated a desk and are seated at the same desk each day.</li> <li>Pupils given own wallet of resources.</li> <li>Pupils remain in the same classroom throughout the day as much as possible.</li> <li>Classrooms are ventilated using natural ventilation by opening windows and doors.</li> <li>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding),</li> <li>Pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<b>H</b>	<b>M</b>	<b>H</b>	<p>Anti bacterial and antiviral air spray used at break and dinner each day to help kill any virus that maybe in the air.</p> <p>Rapid surface sanitiser used at break and dinner on surfaces.</p> <p>The hall and toilets will be fogged each day.</p> <p>Any room that has an infection or illness in it, will be fogged.</p>	<b>M</b>	<b>M</b>	<b>M</b>	School HT to check on class organisation	Risk assessment shared July 2020 Implemented Aug 2020. New risk assessment shared Jan 2021 March 2021 April 2021	yes



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<b>Sharing equipment</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils will have set resources in a wallet.</li> <li>Pupils given writing implements and forbidden from using other pupil's equipment.</li> <li>Children can share science, P.E resources etc. in their bubble.</li> <li>Resources will be thoroughly cleaned or left for 48 or 72 hours for plastics.</li> <li>Outdoor equipment should be more frequently cleaned.</li> <li>Consistent grouping will reduce the risk of transmission so playtime, lunch etc. will be in their own bubbles with their own allocated equipment that will be stored in labelled containers.</li> </ul>	H	L	M	Cleaning hands regular. Resources will not be shared between bubbles.  Separate bags of balls for PE groups.  Time between gym session to sanitise equipment.  Outside enrichment activities that come into school will sanitise equipment between groups.  Computers to be cleaned after each class.	M	L	M	HT and all staff to follow guidance	March April 21	





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<b>Mixing bubbles and resources at break times</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Break times are staggered, and timings identified and communicated.</li> <li>Playground time, timetabled to avoid classes going out at same time.</li> <li>School field, timetabled to avoid going out at same time.</li> </ul> Pupils to wash hands before and after eating/drinking. <ul style="list-style-type: none"> <li>Children stay in bubbles at play times.</li> <li>Movement around school via a one-way system around outside of school, where possible.</li> <li>Levels of supervision considered, and additional information given to supervisors.</li> <li>Procedures identified when First Aid is required, each bubble/class will have their own first aid kit.</li> <li>Activities considered, and the range of equipment reduced to minimise risk.</li> <li>Arrangements for the cleaning of equipment following activities/between small group use and by whom.</li> <li>Children to stay in their room for Wet break and Play times.</li> <li>Set equipment per bubble, not to be used by another bubble only after leaving for 48 or 72 hours.</li> <li>Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored.</li> <li>Hand washing arrangements/use of sanitiser provision.</li> </ul>	<b>H</b>	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break times and minimise movement around school</li> </ul> Staff to wear masks when children arrive and around areas that social distancing cannot be followed if there is an outbreak(May 21)  Each bubble has their own play shed with equipment in at dinner.	<b>H</b>	<b>M</b>	<b>H</b>	school	Start Aug 2020 March 2021 April 2021  April 2021	yes









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Crossing of bubbles at lunch time	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>Classrooms to be cleaned before dinner, all dinners to be eaten in rooms and not the school hall, to avoid each bubble being in the same area.</li> <li>Anti-viral air spray to be sprayed in each room at lunch.</li> <li>Anti-viral and bacterial spray to be sprayed on surfaces, every lunch.</li> <li>Tables to be cleaned throughout the day.</li> <li>Coloured bucket per class, class must only use their bucket.</li> <li>Antibacterial gels in all rooms.</li> <li>If packed lunch from home must have items that can be opened by the child as the lunch time supervisor may be working in different bubbles.</li> <li>Cleaning of tables and chairs/benches completed when children are finished, and food is consumed.</li> <li>Each class will have separate area and playtime to other bubbles.</li> <li>Dinner staff working in different bubbles will maintain their distance and wash hands between moving bubbles and stay socially distanced.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> </ul> <p>Year 1 and 2 will go to the hatch for their meals.</p> <p>Dinner staff that need to cross bubbles, will stand outside rooms and supervise.</p>	M	M	M	HT TH to work with dinner staff	AUG 20 go over routines with dinner staff and teachers	yes

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<b>Social distancing not being carried out at pick up</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Arrangements for pick up are communicated to staff, pupils and parents/carer in advance.</li> <li>• Only one parent/carer attends the school.</li> <li>• Pupil enter red and white rope zone and follow to classroom.</li> <li>• No parents in red and white rope zone.</li> <li>• Areas of pick up spread around the school.</li> <li>• Signage is installed i.e.               <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  <p>Way in</p> </div> <div style="text-align: center;">  <p>Please keep 2m apart</p> </div> </div> </li> <li>• Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>• Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> </ul>	M	L	M	School HT and PO to monitor	July 2020 parents given information  Information given in weekly mail.	July 2020  Jan 2021  May 21



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<b>Outdoor play/PE</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Play equipment is cleaned and disinfected between each group of users.</li> <li>Where possible separate equipment is used for each bubble.</li> <li>Teacher / support colleagues ensure social distancing is in place.</li> <li>Only allow one class/group within an outside area any one time.</li> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>separate equipment for each bubble and cleaned or left for 48 or 72 hours if equipment is passed to another bubble.</li> <li>Sports equipment cleaned and where possible equipment bags per bubble.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> </ul> <p>Reviewed January 2021 Reviewed April 2021</p>	M	L	M	School HT/P.E co	Organised timetable and Equipment July 2020 Put in place Aug 2020	Timetable and equipment done July 2020 Reviewed each half term.





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<b>Carrying out First aid</b>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the person's eyes, nose or mouth.</p>	<ul style="list-style-type: none"> <li>A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance <a href="#">guidance</a></li> <li>If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to collect them.</li> <li>If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk <a href="#">guidance</a>.</li> <li>The first aider will wash their hands for at least 20 seconds with soap and water before and after all first aid treatment.</li> <li>Gloves worn for first aid and shield mask.</li> <li>The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>The first aider will avoid touching any part of a dressing that will come in contact</li> <li>All regular first aid to be done by first aiders in the class with the allocated first aider</li> <li>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>First aiders have been given information on how to correctly don and doff their PPE.</li> <li>Ensure all staff update first aid training if needed.</li> <li>.</li> </ul>	H	M	H	<p>First aid room to be cleaned after it is used each time.</p> <p>Each first aider to use their own shield mask provided by the school.</p> <p>Gloves to be thrown away in bin.</p> <p>If confirmed case of covid has been in first aid room, room not to be used for 72 hours and cleaned following guidance.</p>	M	L	M	<p>School HT Office to arrange any further first aid training</p>	<p>In place Aug. 2020</p>	<p>Kits ordered June 2020</p> <p>All staff first aid trained Aug 2019</p>



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<p><b>Intimate care</b> Included, but no pupil currently need this.</p>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>NHS hand washing techniques used.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will <b>not</b> be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include:</li> </ul> <p style="color: magenta;">Gloves / Goggles Apron / Mask Visor</p>	H	M	H		M	L	L	School HT and SENCO	July 2020 Any care plans would need to be in place	Aug 2020

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<p><b>Social distancing not being carried out during the use of Staff facilities</b></p>	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible</li> <li>Break times are staggered to reduce numbers in the room.</li> <li>Staff are reminded to wash hands or gel them before and after using the staff room facilities.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>Shared crockery and cutlery is removed and staff use the same equipment as required.</li> <li>Reusable sponges are removed</li> <li>Surfaces are wiped down between use and door handles cleaned</li> <li>Water dispenser procedures have been modified to ensure no cross contamination.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>When it cannot be guaranteed water dispensers can be used safely – coolers will not be used and put out of use with appropriate signage displayed.</li> </ul> <p>15 minutes allowed in the staff room at dinner.</p> <p>Staff to eat in own office and area.</p> <p>Reminder email OCT 2020 Reminder email Jan 2021 Reminder email April 2021</p> <p>Risk assessment shared May 21</p>	M	L	L	school	<p>June 2020</p> <p>Reviewed Oct Review NOV</p> <p>Reviewed April 21</p>	<p>June 2020</p> <p>Jan 2021</p> <p>May 21</p>



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<p><b>Social distancing not being carried out during Catering provision</b></p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Robust communication links with hot meal provider established.</li> <li>Hand cleaning facilities available upon entering hall and when leaving</li> <li>Procedures established for mealtimes and information communicated to staff and pupils.</li> <li>Pupils' food allergy information is up to date</li> <li>Delivery arrangements in place for meals not cooked on site to maintain social distancing</li> <li>After service collection arrangements for containers (Communication with provider)</li> <li>Service arrangements</li> <li>Facilities to stagger service times to avoid congestion and contact</li> <li>Staffing required to extend service times (Internal and external staffing)</li> <li>Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> <li>Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>	H	M	H		M	M	M	LTS HT to follow up any issues	<p>New assessment Sept 2020</p> <p>Reviewed OCT</p> <p>April 2021</p>	<p>Reviewed Jan 2021</p>



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<b>Assembly</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Assemblies continue in classes</li> </ul>	M	L	L		M	L	L	School	AUG 2020  Reviewed OCT 2020 Reviewed Jan 2021	yes
<b>External trips</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Covid secure trips will be booked.</li> <li>Hands washed before leaving.</li> <li>Hands washed on arrival.</li> <li>Class to kept away from the public.</li> </ul>	M	M	M	Book trips that are secure to the class if possible.	M	L	L	School	May21	
<b>Sports events</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Children to attend events where they will be kept in separate areas until they play.</li> <li>Single bubbles to attend.</li> </ul>	M	M	M	Handwashing. Arrange for parents to take children to events,so that taxis aren't needed.	M	L	L	School	May21	







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Transition days	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Follow the high school guidance that is sent out.</li> </ul>	M	L	L	Children to be taken to new schools by parents.	M	L	L	school	May21	





## Glennere Primary School RE OPENING RISK ASSESSMENT



Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required					
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date by: (---/---/---)	Done			
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are used.</li> <li>Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>Bins for tissues are emptied throughout the day</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>	<b>H</b>	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the most up to date information is always available.</li> </ul> <p>Fogging machine used weekly and in areas where many children have been off.</p> <p>Hall and toilets fogged daily.</p> <p>Computers to be cleaned after each class.</p>	<b>M</b>	<b>L</b>	<b>M</b>	PO and cleaning team	June 20 and then set up again Aug 2020	Reviewed OCT 2020	Reviewed Jan 2021	March 2021	April 2021



## Glennere Primary School RE OPENING RISK ASSESSMENT



Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date by: (/--/--)	Done
<b>Carrying out daily building maintenance</b>	Staff and pupils.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>Only essential maintenance is carried out during school opening hours.</li> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>Social distancing is maintained throughout working procedures.</li> </ul>	M	M	M		M	L	L	PO		
<b>Contractors working on site</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Contracted work is carried out where possible, when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> </ul>	M	M	M		M	L	L	P and Office staff	ongoing	



Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date by: (/--/--)	Done
<b>Emergency procedures</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site</li> <li>Fire procedures still the same.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable, between bubbles.</li> </ul>	H	M	H		M	M	M	School PO/HT	Test Sept 2020	
<b>Use of public transport/school taxis</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils are encouraged to cycle or walk to work.</li> <li>Robust communication links established with transport provider.</li> <li>Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate</li> </ul>	H	M	H		M	M	M	School	Reviewed Jan 2021	

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.



## Glenmere Primary School RE OPENING RISK ASSESSMENT



- **source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>





## Glenmere Primary School RE OPENING RISK ASSESSMENT



<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Child displays symptoms with CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</li> <li>3. Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.</li> <li>4. Contact local health protection team for advice.</li> </ol>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	

<p>Risk Assessor (s) Name(s):</p>	<p>Sam Conlon</p>	<p>Risk Assessor(s) Signature (S):</p>	
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## Glennere Primary School RE OPENING RISK ASSESSMENT



Authorised By:		Authoriser Signature:	<b>Initial</b>
Date Conducted:	OCT 16th	Date of Next Review:	June 21 sc
		Date of Review:	May 21 sc
		Date of Review:	Review whenever more guidance comes out
		Date of Review:	Review after an outbreak
		Date of Review:	

<b>Potential Severity of Harm</b>	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
<b>Likelihood of Harm Occurring</b>				





# Glenmere Primary School RE OPENING RISK ASSESSMENT



Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

